DIRECTIVES TRAINING FORUM

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COMMENT RESOLUTION

- The phase where comments end and responses from the office of primary interest (OPI) begin.

- Approved comments submitted by DPCs for their organizations must be reviewed and resolved before a resolution package is submitted.

RESPONSE OPTIONS

- The OPI has three options for responding to comments:
    - Accept
    - Accept with modification
    - Reject
- The OPI must provide a rationale when a comment is accepted with modification or rejected.

COMMUNICATE

- As comments are submitted, the OPI should begin a dialog (verbal or email) with commenter if clarification is needed.

- Comments submitted on behalf of the Secretarial Office or designee must receive response from the OPI.

- Communication is key to successfully obtaining resolution.

COMPLETE THE PROCESS

- Comments that are accepted must be incorporated into the second draft of the directive and notated in redline/strikeout.

- The second draft is made available when the resolution package is submitted.

- Once the issue resolution and second draft are complete and available for review, the concurrence/nonconcurrence phase begins.